

Thanks for becoming a Parkland Hockey Coach. Here are the steps required to coach with our club. Refer to USA Hockey - Becoming a Coach for additional details



- <https://www.usahockey.com/coachingcertification>

1. Register with USA Hockey

- a. You will need a USA Hockey Number
- b. Registrations are good for 1 season
 - i. For example September 2018 - August 2019
- c. Registration fee is approximately \$40
- d. Visit <https://www.usahockey.com/>
 - i. Click Become a Member in the upper right corner
 - ii. Click Register Now
 - iii. Select Ice Player/Coach
 - iv. Register Myself
- e. Complete the personal information & payment details
- f. Review & Submit
- g. Receive your USA Hockey number

2. SafeSport Training

- a. SafeSport provides training to protect players from physical abuse, sexual abuse and other types of abuse and misconduct
- b. SafeSport training consists of a series (typically three) online modules
- c. SafeSport training is valid for 2 seasons
- d. There is no cost for SafeSport training
- e. Visit <https://www.usahockey.com/safesporttraining>
 - i. Click Register for SafeSport Training in the bottom left
 - ii. Use the Add Membership option
 1. Organization = USA Hockey
 2. Membership Type = Athlete, Coach, Manager, Volunteer
 3. Confirmation Number = USA Hockey Number
 - iii. Complete the registration process
- f. Complete the required modules on
 - i. Emotional and Physical Misconduct
 - ii. Mandatory Reporting
 - iii. Sexual Misconduct Awareness Education
- g. Download certificates of completion for SafeSport

3. Atlantic Amateur Hockey Association (AAHA)

- a. Our hockey league is part of AAHA
- b. AAHA requires a background check completed through Verified Volunteers. It's screening policy is here - <https://www.atlantic-district.org/atlantic-amateur-hockey-association-screening-policy>
- c. Valid for 2 seasons
- d. Background check is approximately \$30

- e. Visit - <https://www.atlantic-district.org/online-screening-instructions>
 - i. Use the instruction document to register for Verified Volunteers
 - ii. Background check results will be provided in a few days
 - f. Download your background check results
4. Pennsylvania Screening Requirements
- a. You may already have these screenings from other coaching/volunteer positions, they can be reused.
 - b. Details from AAHA can be found here - <https://www.atlantic-district.org/screening-rules>
 - c. More information on PA Act 15 can be found here - <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>
 - d. Valid for 5 years
 - e. PA State Police Criminal Background Check
 - i. There is no cost for a volunteer
 - ii. Visit - <https://epatch.state.pa.us/Home.jsp>
 - iii. Complete the steps for a background check
 - iv. Download your background check results
 - f. Child Abuse History
 - i. No cost if done once every 5 years as a volunteer
 - ii. Visit - <https://www.compass.state.pa.us/cwis/public/home>
 - iii. Complete the steps for a child abuse history
 - iv. Download your results
 - g. FBI Background check
 - i. FBI Criminal Background Check
 - 1. Visit to register - <https://www.identogo.com/>
 OR
 - ii. FBI Fingerprinting Exemption Affidavit
 - 1. Residents of Pennsylvania for 10 years or more can complete an Affidavit in place of fingerprints and and background check
 - 2. For an affidavit, visit http://www.atlantic-district.org/wp-content/uploads/2018/08/Affidavit-Exemption-from-FBI-Check.Rev_.9.15.15.pdf
5. USA Hockey Age Specific Modules
- a. Age specific modules provide online training related to the players developmental phase
 - b. Age specific modules must be completed prior to taking the ice with any team activities
 - c. The cost for each module is \$10
 - d. Modules are one and done and do not expire
 - e. The age modules for each team is
 - i. Developmental & Youth (share ice time)
 - 1. 8U (mite)

2. 10U (squirt)
 3. 12U (peewee)
 - ii. Middle School
 1. 12U (peewee)
 2. 14U (bantam)
 - iii. JV/Varsity
 1. 14U (bantam)
 2. 16/18U (midget)
 - f. Details on USA Hockey Coach System can be found here - <https://www.usahockey.com/coachcliniclogin>
 - g. Login to your Coach System here - <https://courses.usahockey.com/public/>
 - h. Age specific module system can be found here - <https://www.usahockey.com/agespecificmodules>
6. USA Hockey Coaching Education Program (CEP)
 - a. Classroom training from USA hockey
 - b. Must be completed by December 31 each year
 - i. For example, can start the 2019 season without CEP 1 and complete by December 31, 2019
 - c. Cost is \$45 plus a lunch fee
 - d. Each year, you need to obtain the next level, with the option to recertify at level 3 twice before moving to level 4
 - e. Find and register for a course here - <https://www.usahockey.com/coachingclinics>
 - f. Clinics are offered in Allentown area - Shepard Hills Golf Course, PPL Center.
 - g. They will fill up quickly.
 - h. Your CEP number will be linked to your USA Hockey Number

